

RESOLUTION NO. 88-79

A RESOLUTION OF THE LODI CITY COUNCIL
RATIFYING APPROVAL OF THE PROPOSED 1988-89
SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS' BUDGET

RESOLVED, that the City Council of the City of Lodi, following review, does hereby ratify the approval of the San Joaquin County Council of Governments' proposed budget for Fiscal Year 1988-89, a copy of which is attached hereto as Exhibit A, and thereby made a part hereof.

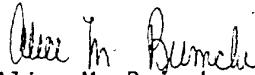
Dated: June 15, 1988

I hereby certify that Resolution No. 88-79 was passed and adopted by the City Council of the City of Lodi in a regular meeting held June 15, 1988 by the following vote:

Ayes: Council Members - Hinchman, Olson, Reid, Snider and
Pinkerton (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Alice M. Reimche
City Clerk

SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS
Preliminary - 1988-89 LINE ITEM BUDGET AND JUSTIFICATION

(0346010)

The following are the salaries and fringe benefits for the staff of the San Joaquin County Council of Governments for the 1988-89 Fiscal Year and include any step increases that the staff are entitled to. All fringe benefits are programmed at the rate anticipated by the County for the coming year.

LINE ITEM	DESCRIPTION	BUDGETED 1987-88	REQUESTED 1988-89
131	SALARIES - EXTRA HELP	\$ 7,000	\$ 7,000
	This is to secure extra help during the summer months of the year in undertaking the traffic counts and other needed tasks. This will save considerable monies in not having to utilize COG staff at considerably higher salaries.		
141	SALARIES - CONTRACTUAL	\$324,283	\$358,659
	This category includes all COG's full-time positions. The calculated salaries allow for normal step increases and any salary adjustments that may be approved. The following provides a breakdown of classifications within COG.		
	1 Executive Director 1 Transportation Planner 4 Associate Planners 1 Assistant Planner 1 Account Technician II 2 Clerk Steno II's 1 Clerk Typist II		
189	UNEMPLOYMENT COMPENSATION	\$	\$ 1,061
191	RETIREMENT	\$ 11,988	\$ 12,634
193	OASDI	\$ 6,160	\$ 8,198
193- 003	MEDICARE	\$ 1,256	\$ 764
194	LIFE INSURANCE	\$ 220	\$ 200
195	HEALTH INSURANCE	\$ 18,700	\$ 16,700

EXHIBIT A

LINE ITEM	DESCRIPTION	BUDGETED 1987-88	REQUESTED 1988-89
196	DENTAL INSURANCE	\$ 2,145	\$ 2,113
199	VISION CARE	\$ -0-	\$ 470
	TOTAL SALARIES AND EMPLOYEE BENEFITS	\$371,752	\$407,799
201	OFFICE EXPENSE - GENERAL	\$ 15,000	\$ 15,000

The expenses in this category include all regular office supplies essential to the operation of the COG as a Planning Agency. One of the major costs included in this line item is printing. The printing of our Annual Report, Overall Work Program, Transportation Plan, and other reports which are prepared during the year. A significant portion of this cost reflects supplies and the promotional material for the Ridesharing Program. Some of the expense is also for computer software upgrades.

202	OFFICE EXPENSE - POSTAGE	\$ 3,700	\$ 4,200
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One of the functions of the COG is to promote intergovernmental cooperation and coordination. This necessitates a considerable amount of information dissemination through the mails, a major portion of which are referrals of federal grant requests, planning documents, and review materials for the COG Board and other committees. Mail rates have recently been raised and account for a portion of the increase. The total cost for postage is being raised to also reflect the volume of mail generated by the COG and the expanding Ridesharing Program.

LINE ITEM	DESCRIPTION	BUDGETED 1987-88	REQUESTED 1988-89
203	SUBSCRIPTIONS AND PERIODICALS	\$ 125	\$ 200
	This budget item is used to purchase technical documents published by the Federal Department of Transportation and other agencies. These documents and other periodicals provide the current technical library support that is helpful in the preparation of transportation reports, plans, and in keeping abreast of the state of the art.		
206	COMMUNICATIONS	\$ 3,400	\$ 5,679
	Communications, specifically the telephone, play an important part in carrying out the coordination of COG's Planning functions with local, State, and Federal agencies. Efforts have been made to keep long distance calls to a minimum. The costs represents a calculated estimate prepared by the County based upon COG's historical phone usage.		
209	MEMBERSHIPS	\$ 1,450	\$ 1,900
	Included in memberships are COG's memberships in CalCOG (\$1,050) and in the California Association of Coordinated Transportation (CALACT - \$50). In addition there are staff memberships for the professional planners in the American Planning Association (APA - \$700).		
211	EQUIPMENT MAINTENANCE	\$ 2,500	\$ 2,500
	This line item includes funds for the maintenance and repair of the office equipment, primarily the computers. Service contracts for the computers are extremely costly so all service and repairs will be paid from this fund as needed.		

LINE ITEM	DESCRIPTION	BUDGETED 1987-88	REQUESTED 1988-89
214	RENTS AND LEASES - EQUIPMENT	\$ 4,186	\$ 4,800?

The cost incurred within this line item reflect COG's copying costs. COG is contemplating the lease of a new copying machine. The old one no longer meets COG's high volume printing needs. The new machine is slightly more expensive, but has additional features that are of value to the COG in producing quality reports and should save time and money in the long run.

217	TRANSPORTATION AND TRAVEL	\$ 8,000	\$ 10,510
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COG's are for the most part intergovernmental in nature and frequent interaction with other agencies outside the County is essential. Trips outside of the County are for these essential meetings and for training and/or special educational purposes which enable staff to conduct their duties in a more knowledgeable fashion. Changes in the transportation planning profession occur frequently and rapidly, and the opportunity to attend conferences, workshops, and training courses will greatly assist staff in providing technical assistance to local governments as well as providing direction to the preparation and implementation of transportation plans. Staff will also be representing the RTPAs before the California Transportation Commission during the year which will also entail a great deal of travel.

Some typical travel needs for the year include:

- . Ridesharing travel, training and outreach - \$2,500
- . 1 Workshop sponsored by the Institute of Transportation Studies - \$350
- . 1 Training Course sponsored by Federal DOT - \$400
- . 4 workshops or technical seminars sponsored by Caltrans (usually in San Francisco or Sacramento) - \$500

LINE ITEM	DESCRIPTION	BUDGETED 1987-88	REQUESTED 1988-89
217	<ul style="list-style-type: none"> . 10 meetings Calif. Committee of Regional Council Directors (statewide, usually N. Calif.) - \$1,500 . 1 national conference or business meeting of significant importance - \$1,400 . Attendance for two at the annual Intermodal Planning Group Conference - \$400 . 4 dinner meetings of the COG Executive Committee - \$160 . One COG Board member and staff attendance at CalCOG - \$600 . Andy's participation in CTC meetings as the RTPA moderator - \$2,700 <p>Request - <u>\$10,510</u></p>		
218	MOTOR POOL	\$ 1,000	\$ 1,000
	The costs shown are for COG use of motor pool vehicles for trips within and outside the County.		
220	PROFESSIONAL AND SPECIAL SERVICES	\$125,000	\$177,500
	<p>Funds included in this line item are used chiefly to carry out contractual work and special tasks spelled out in the COG Overall Work Program. Some of the tasks include: annual financial and compliance audits - \$20,000; Ridesharing Program for Stanislaus County - \$45,000; legislative bill service - \$2,500; Specialized staff computer training - \$2,000; recalibration of the computer transportation modeling - \$15,000; A special joint corridor modeling study with MTC - \$20,000; Triennial Performance Audits - \$30,000; AMTRAK San Joaquin Task Force - \$5,000; and an update of the Airport Land Use Plan - \$38,000.</p> <p>Some costs reflected above are calculated estimates and subject to refinement.</p>		
220-0010	SPECIAL DISTRICT ACCOUNT REPORTS	\$ 60	\$ 60

LINE ITEM	DESCRIPTION	BUDGETED 1987-88	REQUESTED 1988-89
220- 0083	SMTD CONTRACTUAL CHARGES	\$ 25,200	\$ 25,200
	These are UMTA funds that COG passes through to SMTD to perform certain transit planning functions.		
220- 0200	ALLOCATED SERVICE DEPARTMENT COSTS	\$ 14,429	\$ 2,747
	This figure represents the cost allocation plan prepared by the County as the estimated charges for services rendered by the County to the COG during the fiscal year. At the end of the year they calculate the precise charge and make an adjustment or roll forward on the following year's billing. The increase reflects the charges for the remodeling that was done in COG's offices.		
223	PUBLICATIONS AND LEGAL NOTICES	\$ 500	\$ 960
	In the course of the year, it is necessary to advertise public hearings for the purpose of adopting various plans and plan elements. The funds requested are an estimate of such a need.		
232	INSURANCE - WORKER'S COMPENSATION	\$ 434	\$ 553
	This figure is based on estimates prepared by the County		
236	INSURANCE - CASUALTY	\$ 156	\$ 156
	Exact figures for this cost center are derived by the County. The COG's share of this cost is calculated at \$156.		
264	RENTS - STRUCTURES AND GROUNDS	\$ 9,000	\$ 9,000
	The increase reflects the added space acquired by COG following the remodeling of the building.		
	TOTAL - SERVICES AND SUPPLIES	\$214,140	\$261,965

LINE ITEM	DESCRIPTION	BUDGETED 1987-88	REQUESTED 1988-89
451	FIXED ASSETS		
	A) Office Equipment		
	. One small credenza		\$ 250
	. Two small computer stands		\$ 400
	. One 4-drawer metal file cabinets		\$ 345
	. One 60" x 36" metal bookcases		\$ 210
	. One storage cabinet		\$ 275
	. One binding machine for publications		\$ 500
	B) Computer Equipment		
	. One replacement computer system (Compaq 286)		\$ 4,000
	. One laptop computer system		\$ 4,000
	. Two 20 Megabyte Hard Disk Upgrades		\$ 1,500
	. One 40 Megabyte Hard Disk Upgrade		\$ 1,000
	TOTAL FIXED ASSETS	\$ 8,395	\$ 12,480

BUDGET TOTALS

	Budgeted 1987-88	Requested 1988-89
Total Salaries	\$331,283	\$365,659
Total Fringe Benefits	\$ 40,469	\$ 42,140
Total Services and Supplies	\$214,140	\$261,965
Total Fixed Assets	\$ 8,395	\$ 12,480
TOTAL	<u>\$594,287</u>	<u>\$682,244</u>

SAN JOAQUIN COUNTY COUNCIL OF GOVERNMENTS
1988-89 Line Item Budget

Line Item	Description	Budgeted 1987-88	Estimated Actual 1987-88	Requested 1988-89
131	Salaries - Extra Help	7,000	1,200	7,000
141	Salaries -			
	Contractual	324,283	250,000	358,659
189	Unemployment Comp.	1,241	-0-	1,061
191	Retirement	11,988	11,200	12,634
193	OASDI	6,160	6,000	8,198
193-				
003	Medicare	1,251	300	764
194	Life Insurance	220	220	200
195	Health Insurance	18,700	14,000	16,700
196	Dental Insurance	2,145	1,700	2,113
199	Vision Care	-0-	-0-	470
201	Office Expense -			
	General	15,000	13,500	15,000
202	Office Expense -			
	Postage	3,700	3,700	4,200
203	Subscriptions and			
	Periodicals	125	250	200
206	Communications	3,400	4,700	5,679
209	Memberships	1,450	1,000	1,900
211	Equipment Maintenance	2,500	500	2,500
214	Rents & Leases -			
	Equipment	4,186	4,000	4,800
217	Transportation and			
	Travel	8,000	8,500	10,510
218	Motor Pool	1,000	400	1,000
220	Professional and			
	Special Services	125,000	112,000	177,500
220-	Special District			
	Account Reports	60	60	60
220-	SMTD Contractual			
0083	Charges	25,000	25,200	25,200
220-	Allocated Service			
0200	Department Costs	14,429	4,200	2,747
223	Publications and			
	Legal Notices	500	800	960
232	Insurance - Workers			
	Compensation	434	434	553
236	Insurance - Casualty	136	156	156
264	Rents - Structures	9,000	4,750	9,000
451	Fixed Assets	8,395	9,000	12,480
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	TOTALS	\$594,282	\$477,770	\$682,244